

Office of Campaign Finance

Description	FY 2002 Approved	FY 2003 Proposed	% Change
Operating Budget	\$1,388,036	\$1,360,389	-2.0

The mission of the Office of Campaign Finance (OCF) is to ensure public trust in the integrity of the election process and government service by regulating the financial disclosure process and conduct of political campaigns and candidates, lobbyists, public officials, and political committees, pursuant to the D.C. Campaign Finance Reform and Conflict of Interest Act, and the D.C. Merit Personnel Act.

The agency plans to fulfill its mission by achieving the following strategic result goals:

- Improve public access to the campaign finance activity by providing new media to deliver the information.
- Improve timelines for issuing campaign finance regulations, information brochures, OCF forms, interpretive opinions, and investigative orders.

Did you know...

Agency web site <http://www.dccof.org/>

Status of Electronic Filing System In progress

Candidate Registration Requirements:
Statement of Candidacy, Request for a Waiver of reporting requirements

Where the Money Comes From

Table CJ0-1 shows the source(s) of funding for the Office of Campaign Finance.

Table CJ0-1

FY 2003 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change From FY 2002
Local	954	1,260	1,388	1,360	-28
Gross Funds	954	1,260	1,388	1,360	-28

How the Money is Allocated

Tables CJ0-2 and CJ0-3 show the FY 2003 proposed budget and FTEs for the agency at the Comptroller Source Group level (Object Class level).

Table CJ0-2

FY 2003 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change from FY 2002
Regular Pay - Cont Full Time	706	764	797	849	51
Regular Pay - Other	22	44	10	12	2
Additional Gross Pay	8	54	4	5	1
Fringe Benefits - Curr Personnel	116	126	123	130	7
<i>Personal Services</i>	<i>852</i>	<i>988</i>	<i>935</i>	<i>996</i>	<i>61</i>
Supplies and Materials	11	9	10	12	2
Energy, Comm. and Bldg Rentals	31	29	26	28	1
Telephone, Telegraph, Telegram, Etc	2	12	1	15	14
Rentals - Land and Structures	0	7	19	22	3
Janitorial Services	0	0	15	15	1
Security Services	0	0	29	30	1
Other Services and Charges	58	207	345	233	-112
Equipment & Equipment Rental	0	9	9	10	1
<i>Non-personal Services</i>	<i>102</i>	<i>272</i>	<i>453</i>	<i>365</i>	<i>-89</i>
Total Proposed Operating Budget	954	1,260	1,388	1,360	-28

Table CJ0-3

FY 2003 Full-Time Equivalent Employment Levels

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change from FY 2002
Continuing full time	15.5	12	15	15	0
Term full time	0	1.25	0	0	0
Total FTEs	15.5	13.25	15	15	0

Local Funds

The proposed Local budget is \$1,360,389, a decrease of \$27,674 or 2.0 percent from the FY 2002 approved funding level of \$1,388,036. There are 15 FTEs funded by Local sources, which represents no change from FY 2002.

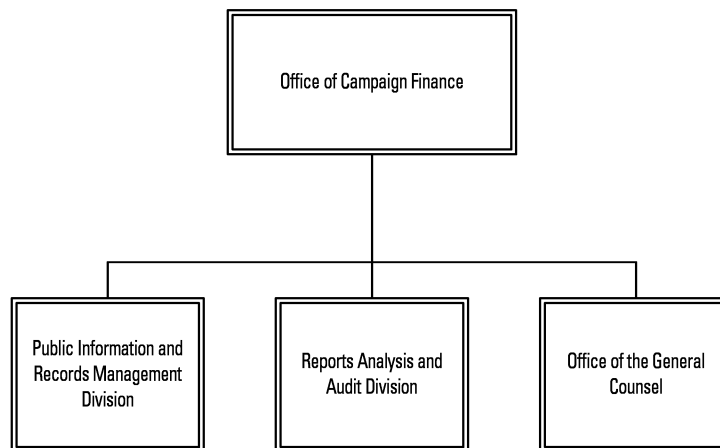
Significant changes are:

- An increase of \$60,843 in personal services due to an increase of \$32,695 due to the pay increase approved in FY 2002, and an

increase of \$28,148 for salary and fringe benefit adjustments.

- A net increase of \$20,049 in fixed costs, primarily attributed to an increase of \$14,146 in telecommunications.
- A decrease of \$111,655 in other services and charges due to a reduction in conference fees. This reduction is also associated with cost-savings initiatives.
- A combined increase of \$3,089 in supplies and equipment.

Figure CJ0-1

Office of Campaign Finance**Programs**

The Office of Campaign Finance operates the following programs:

Public Information and Records Management

This program is responsible for forms management, data entry and imaging of thousands of

document pages for the public record, releasing all reports for public inspection within 48 hours as statutorily mandated, and disseminating press releases and other media-related information.

A key initiative associated with the Public Information and Records Management program is:

- Increase service delivery by monitoring and

evaluating the electronic filing system introduced in FY 2002.

Reports Analysis and Audits

This program analyzes and reviews financial and disclosure reports and documents submitted by candidates, political committees, constituent service programs, lobbyists, and statehood fund authorities. It also conducts desk and field audits, reviews and analyzes the financial disclosure statements of public officials, prepares and compiles statistical reports and summaries, provides technical assistance to required filers and the public, and conducts educational seminars.

A key initiative associated with the Reports Analysis and Audits program is:

- Monitor the campaign of candidates participating in the November 5, 2002, General Election for the offices of Mayor, chairman and members of the Council, U.S. senator and representative, members of the Board of Education and Advisory Neighborhood Commission.

Informal Hearings/Investigations

This program conducts informal hearings and investigates alleged violations of the Campaign Finance Act, and conducts ethics seminars. The general counsel performs legal research, including analysis of federal law to determine its applicability to the District. The program also promotes voluntary compliance for filings, registrations, and activity requirements mandated by the act.

A key initiative associated with the Informal Hearings/Investigations program is:

- Monitor the effectiveness of the agency's redesigned web site in delivering information on investigative reports and required filings, including summaries of reported financial information by candidates and political committees, as well as statistical analysis of reported data.

Agency Goals and Performance Measures

Goal 1: Increase technological capabilities to improve delivery of services.

Citywide Strategic Priority Areas: Making Government Work; Enhancing Unity of Purpose and Democracy

Manager: Jean Scott Diggs, Chief of Staff

Supervisor: Cecily E. Collier-Montgomery, Director

Measure 1.1: Percent of respondents that use the electronic filing system

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	N/A	95	95	100	100
Actual	N/A	N/A	-	-	-

Measure 1.2: Percent of campaign finance forms, brochures, regulations, calendars, interpretative opinions, and summary reports of filings that are available on the office's Internet home page

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	N/A	95	95	100	100
Actual	N/A	100	-	-	-

Goal 2: Issue timely, reliable guidance to the regulated community to enhance compliance with the D.C. Campaign Finance Act.

Citywide Strategic Priority Area: Making Government Work

Manager: Jean Scott Diggs, Chief of Staff

Supervisor: Cecily E. Collier-Montgomery, Director

Measure 2.1: Percent of written requests concerning the application of the DC Campaign Finance Act to a specific or general activity or transaction that receive an interpretative opinion within the targeted timeframe of thirty days upon receipt of request

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	100	100	100	100	100
Actual	100	100	-	-	-

Goal 3: Ensure full and complete disclosure of information required by the D.C. Campaign Finance Act.

Citywide Strategic Priority Area: Making Government Work

Manager: Richard Mathis, Supervisory Auditor

Supervisor: Cecily E. Collier-Montgomery, Director

Measure 3.1: Percent of all financial disclosure records filed for compliance with the requirements of the DC Campaign Finance Act and Standard Operating Procedures that are reviewed, evaluated, and analyzed before the next filing deadline (deadlines vary)

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	100	100	100	100	100
Actual	85	100	-	-	-

Measure 3.2: Percent of field audits completed on selected committees based on desk audit findings, investigations and special requests

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	100	100	100	100	100
Actual	100	0	-	-	-

Measure 3.3: Percent of statistical reports and summaries of desk reviews, evaluations, analysis and field audits conducted on various filing entities disseminated within targeted timeframes (times vary)

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	100	100	100	100	100
Actual	100	100	-	-	-

Goal 4: Investigate and adjudicate matters concerning alleged violations of the D.C. Campaign Finance Act in a timely manner.

Citywide Strategic Priority Area: Making Government Work

Manager: Kathy S. Williams, General Counsel

Supervisor: Cecily E. Collier-Montgomery, Director

Measure 4.1: Percent of complaints of alleged violations of the DC Campaign Finance Act are investigated, addressed in hearings, and resolved within the statutory timeframe of ninety days

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	100	100	100	100	100
Actual	100	100	-	-	-

Goal 5: Promulgate regulations governing the conduct of the regulated community.

Citywide Strategic Priority Area: Making Government Work

Manager: Kathy S. Williams, General Counsel

Supervisor: Cecily E. Collier-Montgomery, Director

Measure 5.1: Percent of regulations amended annually (when needed) and new rules drafted to be consistent with changes in legislation and administrative policy

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	100	100	100	100	100
Actual	100	100	-	-	-

Goal 6: Increase public awareness of the requirements of the DC Campaign Finance Act.

Citywide Strategic Priority Areas: Making Government Work; Enhancing Unity of Purpose and Democracy

Manager: Michael Simpson, Public Affairs Specialist

Supervisor: Cecily E. Collier-Montgomery, Director

Measure 6.1: Percent of all financial reports, organization and candidate registration statements, lobbyist reports, financial disclosure statements and other documents processed and maintained in an accurate and current record to ensure timely public availability

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	100	100	100	100	100
Actual	100	100	-	-	-

Measure 6.2: Percent of listings of financial and other disclosure information required for submission by May 15 and publication by June 15 in the DC Register by the DC Office of Documents developed and compiled

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	100	100	100	100	100
Actual	100	100	-	-	-

Measure 6.3: Percent of District Government agency heads that help produce an accurate and current filing of persons required to file Financial Disclosure Statements (FDS)

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	95	95	95	100	100
Actual	95	100	-	-	-